



CPMSUPR Web-Application Release 5.0 Project Director – Quick Start Guide Fiscal Year 2006

1. **Access Web-Application** (Internet Explorer Browser Required) Go to: <https://perfdata.hrsa.gov/BHPr/CPMSUPR>

Note: PROCEED TO STEP 3 IF YOU REGISTERED WITH THE SYSTEM LAST YEAR - ALL ACCOUNTS CREATED LAST YEAR ARE ACTIVE IN THE SYSTEM.

2. **Register:** FOR USERS WHO HAVE **NOT** REGISTERED WITH THE SYSTEM IN THE PAST
 - a. Click the "Click here to register" link located near the bottom of the Login Page.
 - b. Create username and password (follow rules / help for creating user names and passwords).
 - c. Fill in remaining fields (fields marked with a red asterisk are required).
 - d. Fill in "Registration Code" field with registration code provided with instructions package.
3. **Create Grantee User Accounts** **OPTIONAL:** Allows PD to create additional user accounts
 - a. Click the "Administration" link at the top of the page.
 - b. Click on the "Create User" link on the left-hand side of the screen to create a user account.
 - c. Complete the form and click the "Create User" button at the bottom of the screen.

4. **Assign Grants** - Assign a grant number to a registered user account
 - a. Click on the "Administration" link at the top of the page.
 - b. Click on the "Assign Grants" link on the left-hand side of the screen.
 - c. Select a grant from the "Grant Number Available:" column/list by clicking on it.
 - d. Select ONE name from the "User to be assigned to:" drop down menu.
 - e. Click the "Assign Grant Number" button.
 - d. You can assign grants to yourself or to any grantee user account you created using the instructions in step (3) above.

Note: Once a grant is assigned, it is considered in "Working status". If you are a PD and you are directly responsible for the data in the report, please proceed to assign the grant to yourself and enter the data and submit the report to your BHPr Project Officer (PO). Please only assign grants that belong to you. PDs are encouraged to validate their grant number with their most recent Notice of Grant Award.

5. **Complete CPMSUPR reports:** (To be completed by the assigned Grantee User or Project Director)
 - a. Click on the "Data Entry" link or click the "Inbox" link and click on the "View" link for appropriate grant number.
 - b. Select a grant from the "2006 Grant Number (s):" drop down menu (from Data Entry link) and click the "Select Grant".
 - c. Complete the report forms as required. Clicking "Next" will automatically save the current form and open the next form.
6. **Review, Validate and Submit Completed CPMSUPR to HRSA BHPr Project Officer (PO)**
 - a. Click on the "Data Entry" link at the top of the page. Alternatively, click "Inbox" and then "View".
 - b. Select a grant from the "2006 Grant Number (s):" drop down menu. Click the "Select Grant" button.
 - c. Once the completed report is reviewed, click the "Process/Submit Report" link from the left-hand side of the screen.
 - d. Errors or Warnings (if any) will be displayed. Fix the errors to submit your report.
 - e. You can click "Validate Report" link from the left-hand side of the screen to validate the report at any time.
 - f. The system will display a confirmation screen (with grant number and date of submission) for your successful submission.
 - g. Your PO will review the report following submission and either clear it or return the report back to the PD for corrections.
7. **Working on Returned Reports**
 - a. If a report is returned the system will automatically generate an email notification to the PD.
 - b. To view returned reports click the "Inbox" link (top navigation bar) and then click the "Process / Submit Report" link next to the grant number returned. The system will display a confirmation screen that will include all comments.
 - c. The returned report will be automatically redirected to the "Administration" module, where it will have to be reassigned using the procedure outlined in Step 4 above.
 - d. Once the returned grant has been reassigned, the PD or Grantee User will be able to make corrections and then resubmit the report to the PO for clearance.

Reporting Deadlines: Please note your CPMSUPR Report is due on a program specific date which is listed in the FY2006 schedule at <http://bhpr.hrsa.gov/grants/reports.htm>

Important Note: Only users with a PD account can submit CPMSUPR reports to the Project Officer. Grantee User submissions are sent to the Inbox of the PD's account for review.

For technical help please call HRSA Call Center 1-877-Go4-HRSA (1-877-464-4772) or email CallCenter@HRSA.GOV
